CALPADS For Mere Mortals: Fall 2

QuickRead Edition

Revised December 1st , 2011

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CALPADS Fall 2 Introduction

The CALPADS Fall 2 submission includes data for; Student Course Enrollments, Teacher Assignments & English Learner Education Services. The purpose of this documentation is to show you where in SchoolWise to enter the required data for these categories and how to create the extract files required for CALPADS.

Essentially, the steps to any CALPADS submission are:

- Get all the necessary data accurately entered in SchoolWise
- Run the file exports in the SchoolWise Report Explorer
- Upload the files to the CALPADS website.

When is the Fall 2 deadline?

As of Dec. 1st 2011 the CALPADS Fall 2 Certification Deadline is January 18th 2012.
The Amendment window is: January 19, 2012 to February 29, 2012.
Below is a link to the CALPADS official calendar in case things change.
http://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp

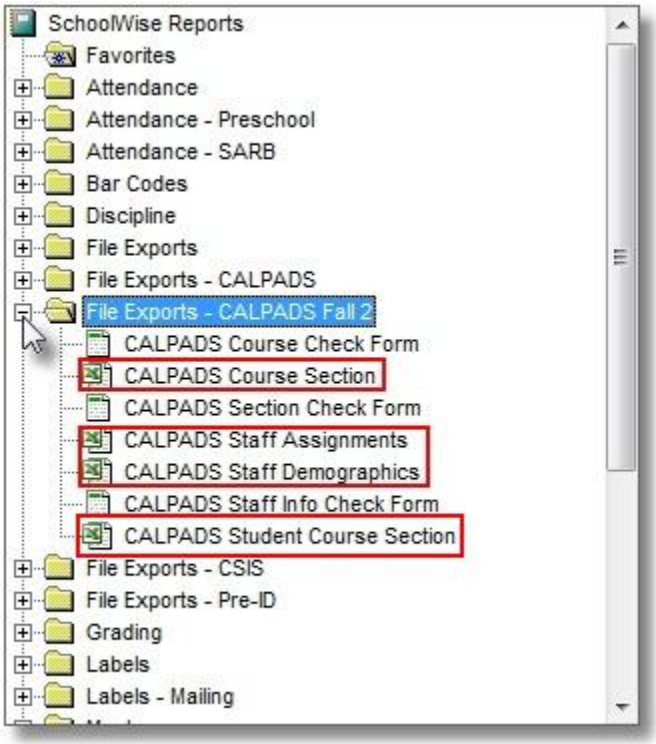
CALPADS	Census Day	Primary Data Submitted	Official Submission Window	Certification Deadline	Amendment Window
Fall 2	6-Oct-10	Teacher Assignments Course Enrollments EL Education Services	October 6th, 2011 to January 18, 2012.	January 18th 2012	January 19, 2012 to February 29, 2012

Where are the Fall 2 extract reports?

In the SchoolWise Report Explorer there is a category of reports called *File Exports – CALPADS Fall 2*.

These reports correspond directly to the file exports necessary for CALPADS data submissions. To the right you will see these reports outlined in RED. Keep in mind Fall 2 files have to be submitted in the correct order for the processing to complete without errors.

The other reports in this folder are data Check Forms, these will help you locate potential problems before you send files up to CALPADS.



Below is the CALPADS to SchoolWise file name map and processing/posting order.

Submission/Order	CALPADS File Name	SchoolWise File Export Name
Fall 2/First	Staff Demographics (SDEM)	CALPADS Staff Demographics
Fall 2/Second	Staff Assignment (SASS)	CALPADS Staff Assignments
Fall 2/Third	Course Section Enrollment (CRSE)	CALPADS Course Section
Fall 2/Fourth	Student Course Section Enrollment (SCSE)	CALPADS Student Course Section

CALPADS Data File Upload Process

For detailed instructions on how to use the CALPADS website, please refer to the CALPADS User Manual which can be downloaded here.
http://www.cde.ca.gov/ds/sp/cl/documents/usermanual12062010.pdf

For Fall 2 file submissions, **the sequence of the file upload is critical**. Follow the sequence below and make sure to Post BEFORE sending the next file. If you have staff that left last year - you will need to send up an un-enrolled staff exit file to CALPADS. See page 14 for details.

1. **Upload** and then **Post** the **"CALPADS Staff Demographic"** (SDEM) file first. Only when the status of the transaction says **"Complete"** move on to step 2.
2. **Upload** and then **Post** the **"CALPADS Staff Assignment"** (SASS) file. Only when the status says **"Complete"** move on to step 3.
3. **Upload** and then **Post** the **"CALPADS Course Section"** (CRSE) file. Only when the status says **"Complete"** move on to step 4.
4. **Upload** and then **Post** the **"CALPADS Student Course Section"** file. (SCSE).
5. After all 4 files have a status of **"Complete"** wait over night to review the snapshot/certification reports.

Be Aware of Processing Type: Be advised that the last three files listed above (SASS, CRSE, SCSE) are full "Replacement" file processing types. That means that existing data are deleted and replaced with each new upload. For Staff Assignments, replacements are made for a given school and academic year. For Course Sections and Student Course Sections, replacements are made for a given school, academic year, and term. Edits made in Online Maintenance will be overwritten when new files are uploaded.

HELP from CALPADS (Service Request Form)

If you encounter an error, or something that you can't seem to clear up on the SchoolWise side or on the CALPADS website, you may need to contact CALPADS. The preferred method for reaching the service desk is through the web form or through email.

To expedite the handling of your service requests please be sure to include enough information in the ticket. When appropriate include the SSID, SEID, Job ID, error number, error message, etc.

- CALPADS Service Request Form link:
  http://www2.cde.ca.gov/CALPADSHELP/DEFAULT.ASPX

- Email contact info:
  calpads-support@cde.ca.gov

- CALPADS Operations Office Phone: 916-324-6738

CALPADS Online Resource Links

Below is a list of links to online resources provided by CDE for training and information on CALPADS. For instance; the CALPADS User Manual is a very detailed document that will walk you through, step by step, on how to use the CALPADS website.

- CALPADS Calendar
  http://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp

- **CALPADS User Manual v2.1**
  http://www.cde.ca.gov/ds/sp/cl/documents/usermanual12062010.pdf

- CBEDS Assignment/Course Code Mapping 2010
  http://www.cde.ca.gov/ds/sp/cl/documents/assncodemap2010.doc

- Latest FLASH updates and Project Information
  http://www.cde.ca.gov/ds/sp/cl/communications.asp

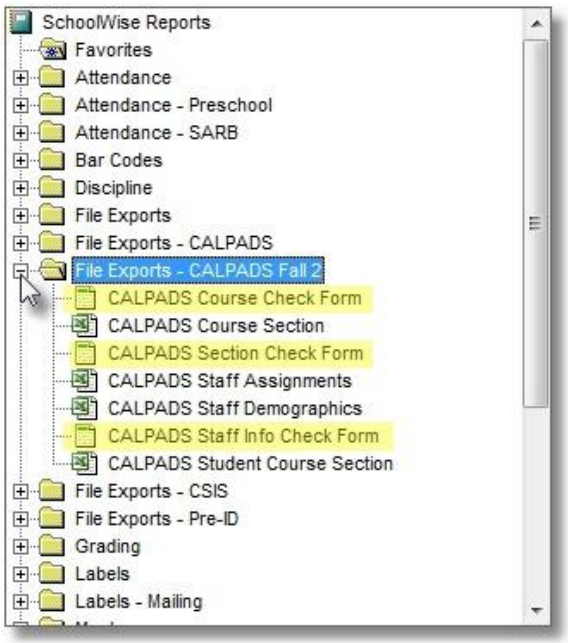
- CALPADS Training Schedule and Registration
  http://www.csis.k12.ca.us/e-learning/calpads-registration/default.asp

- CALPADS Self-Paced Training
  http://www.csis.k12.ca.us/e-learning/sp-training/CALPADS/sp-training.asp

SchoolWise Data Check Forms

We have created a few Data Check forms to help you determine if all of the Fall 2 required data is filled in. You will find the Info Check forms in the **Report Explorer** under the **File Exports – CALPADS Fall 2** folder. (see right)

You should Run each of the Data Check forms detailed below, print them, and input all of the missing data. Once you Re-run the Data Check forms and they come back with **"Returned no Data",** you are ready to create the extract files and begin the Upload Process.



CALPADS Course Check Form

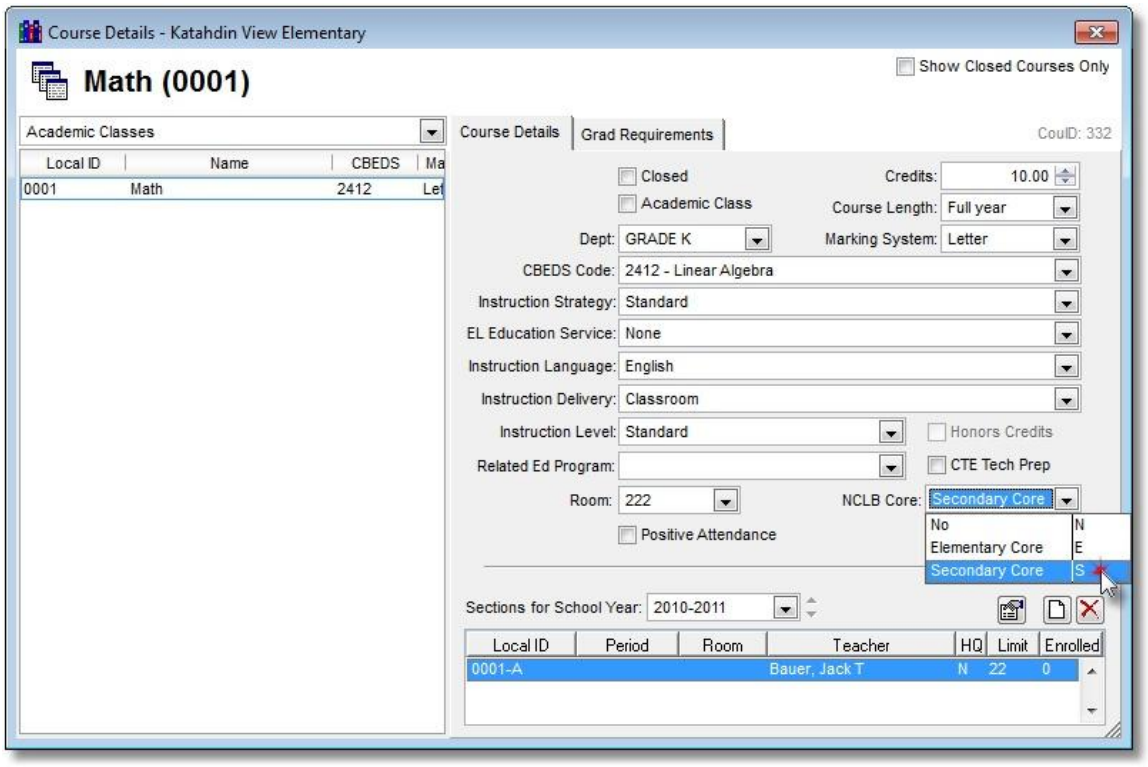
This report verifies Courses information. It includes all Course records for students actively enrolled as of Census Day. It checks for all 0H classes with NCLB Core marked as 'No'. Also, any course with CBEDS Code '0001' and/or codes marked as 'Obsolete' will show up as errors on this report. Below you will see where to correct these errors.

Elementary Core example

A standard K-6 scenario is where students are taught multiple subjects in a self-contained class. In this case, the CBEDS code will most likely be (1000 Self Contained Classroom) and the NCLB will be Elementary Core.

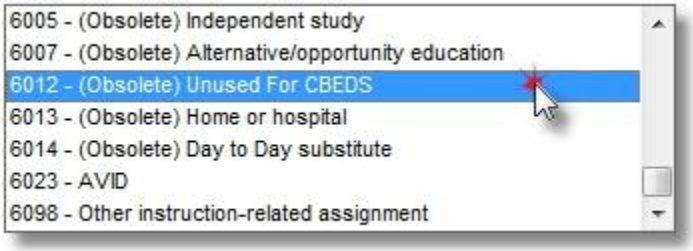
Secondary Core example

Starting in grade 7-high school, often times students move around during the day for multiple subject teaching. In this case, you would want to use a special code in SchoolWise for the ADA 0H grade level class, and set each Academic Class NCLB code to Secondary Core.



Uses for Code 6012

Schoolwise has setup a special code number 6012. It is very useful. It means "**Do not export**


6005 - (Obsolete) Independent study
6007 - (Obsolete) Alternative/opportunity education
6012 - (Obsolete) Unused For CBEDS
6013 - (Obsolete) Home or hospital
6014 - (Obsolete) Day to Day substitute
6023 - AVID
6098 - Other instruction-related assignment

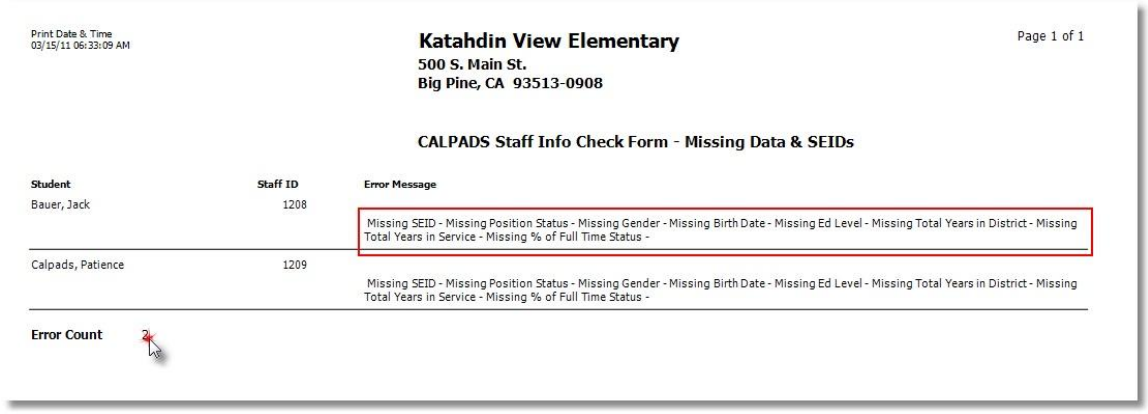
me to CALPADS." There may be courses that you do not want exported to CALPADS: After School Programs, Special groups for report card grades, etc. If this applies to you, you will know it. Code 6012 is also useful in the above mentioned Secondary Core Scenario.

CALPADS Section Check Form

Checks for all course sections for invalid or missing assigned teacher HQ details. If a Course is marked as NCLB Secondary or Elementary Core, this form checks to make sure Staff have an HQ designation. See: Section Details under Staff Data to see where to correct this data.

CALPADS Staff Info Check Form

This displays verification Information for Staff who have been actively employed during the current academic year. You can select the pull down menu to check Staff for Missing SEID Numbers, Data or Classification errors. Below is an example.



Print Date & Time
03/15/11 06:33:09 AM

Katahdin View Elementary
500 S. Main St.
Big Pine, CA 93513-0908

Page 1 of 1

CALPADS Staff Info Check Form - Missing Data & SEIDs

Student	Staff ID	Error Message
Bauer, Jack	1208	Missing SEID - Missing Position Status - Missing Gender - Missing Birth Date - Missing Ed Level - Missing Total Years in District - Missing Total Years in Service - Missing % of Full Time Status -
Calpads, Patience	1209	Missing SEID - Missing Position Status - Missing Gender - Missing Birth Date - Missing Ed Level - Missing Total Years in District - Missing Total Years in Service - Missing % of Full Time Status -

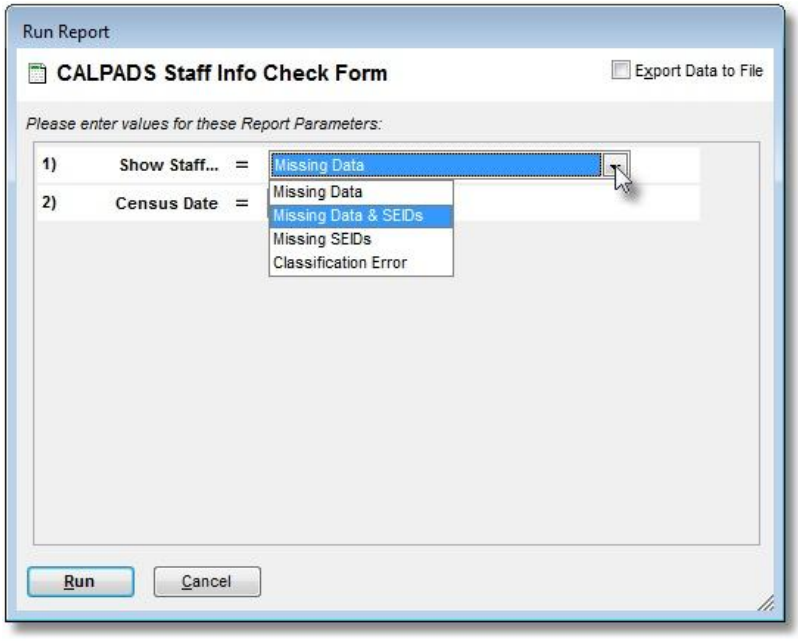
Error Count 2

Please Note - Only Includes Staff with Classification of: Administrator (10) Pupil Service (11) Teacher (12) Non-certified Administrator (25) Charter School Non-certificated Teacher (26) Itinerant or Pull-Out/Push-In Teacher (27)

Staff Data in SchoolWise

Below are some screen shots pointing out where in SchoolWise® to input the required Staff data.

You can double check to see if the required data is missing by running the Staff Info Check Form (see



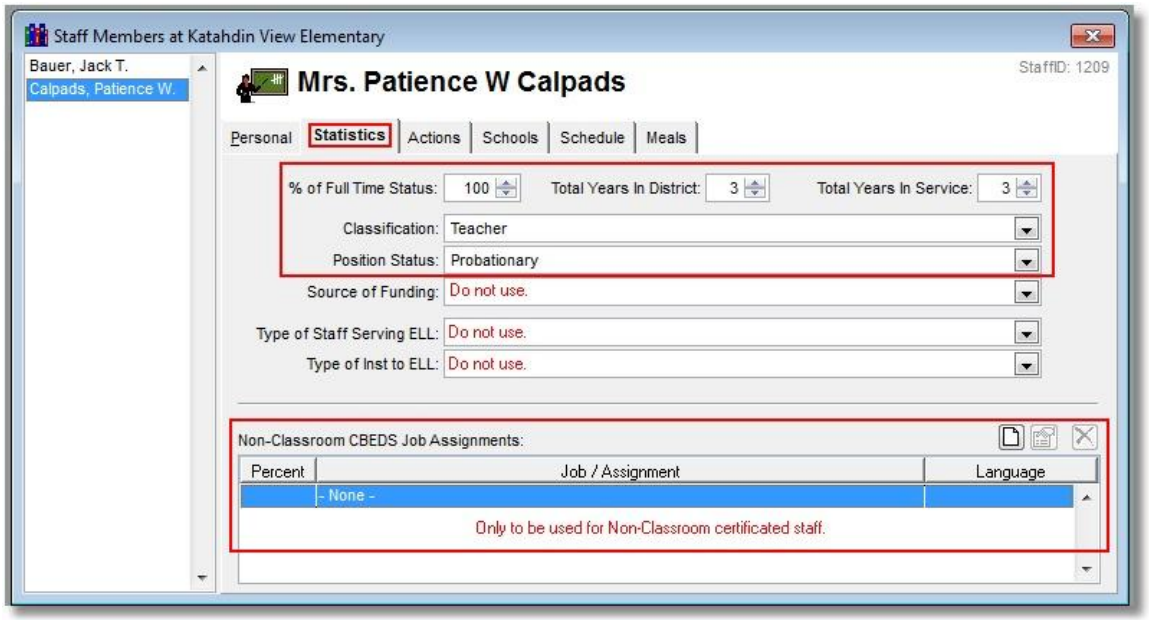
right) and selecting the different search criteria. Using the Data Check forms ahead of time will save you time and effort tracking down errors on the CALPADS website.

Staff Demographic Data

On the Personal Page of the Staff Form, **Position**, **Ed Level**, **DOB**, **Gender**, **Primary Ethnicity**, **Name fields** & **Hispanic indicator** are required for all Certificated Staff.

Staff Classification & Statistics

On the Statistics Page of the Staff Form, **% of Full Time Status**, **Total Years in District, Service**, **Classification** & **Position Status** are required.



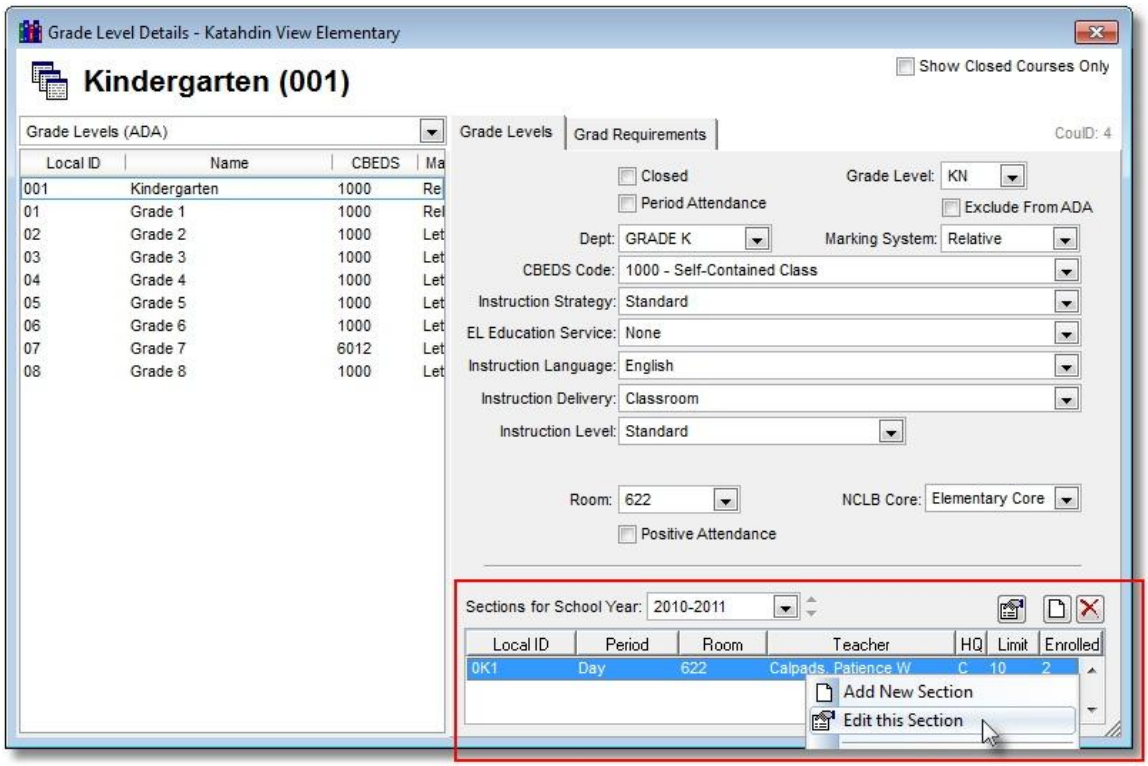
The Non-Classroom Job Assignments should only be required for certificated Staff that are NOT in a classroom (Administrators, Pupil Services, etc.) – PLEASE DO NOT fill these in, unless they are required. If adding a job assignment is required, the Classification MUST MATCH correctly to the Job Assignment. To make sure that it

matches, you can reference the Non Classroom/Support Staff Assignment Code List at the end of this document. It is sorted by Job Classification Name to make to code search easier.

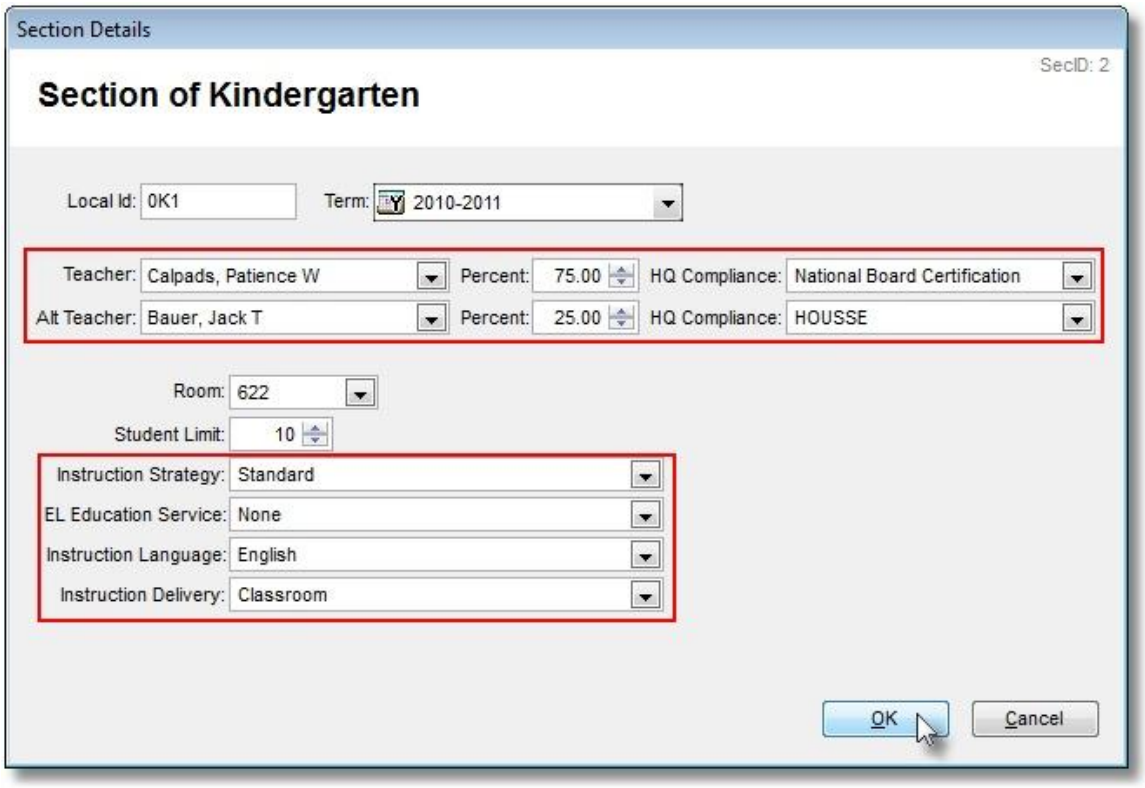
In almost all cases classroom teachers do not require a Non-Classroom CBEDS Job Assignment code because their assignments are determined by the CBEDS code of the Course (or self contained class) that they teach. You can see what classes that a certain Staff member is teaching in the Staff – Schedule window.

Staff Team Teaching Assignments

Team Teaching is when there are two Staff members that teach in the same class. To make sure that this is setup correctly for CALPADS you have to open the Courses Form on the left Main Toolbar. Select the course that you need and down to the bottom right are the Section Details for that Course.



Right Click and select Edit this Section to open the Section Details window as seen below:



Here you can Select the two Teachers that are Team Teaching for that Section & the HQ Compliance for each of them. While you are here, make sure the check the values for EL Services and select all that apply.

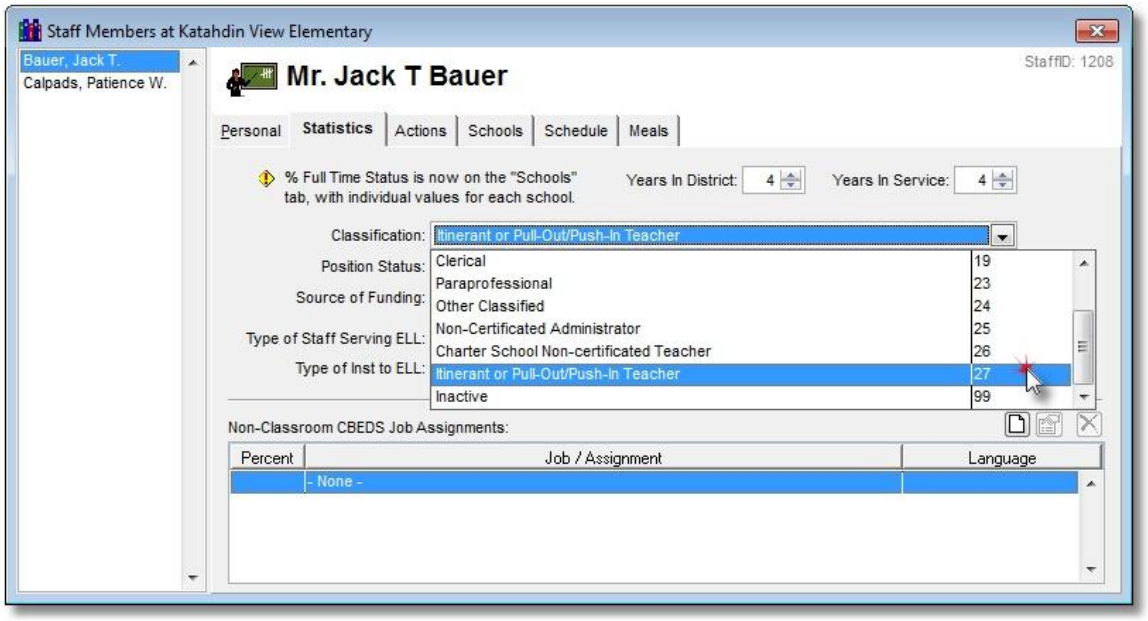
Be sure to set the teacher's ***Highly Qualified Compliance*** level for each Section. Teachers may be HQ Compliant for History for example, but not for Science. Each Section has to marked for HQ Comliance.

The "Instruction Strategy" and "EL Education Service" are also important to set correctly. If these are not set as seen here in the SECTION as well as in the COURSE, EL students may not be counted accurately.

NOTE! - If the Instruction Strategy is set to Standard, the only acceptable option for EL Education Service is None. If the EL Education Service is set to None, the Instruction Strategy value has to be set to Standard.

Pullout Teachers

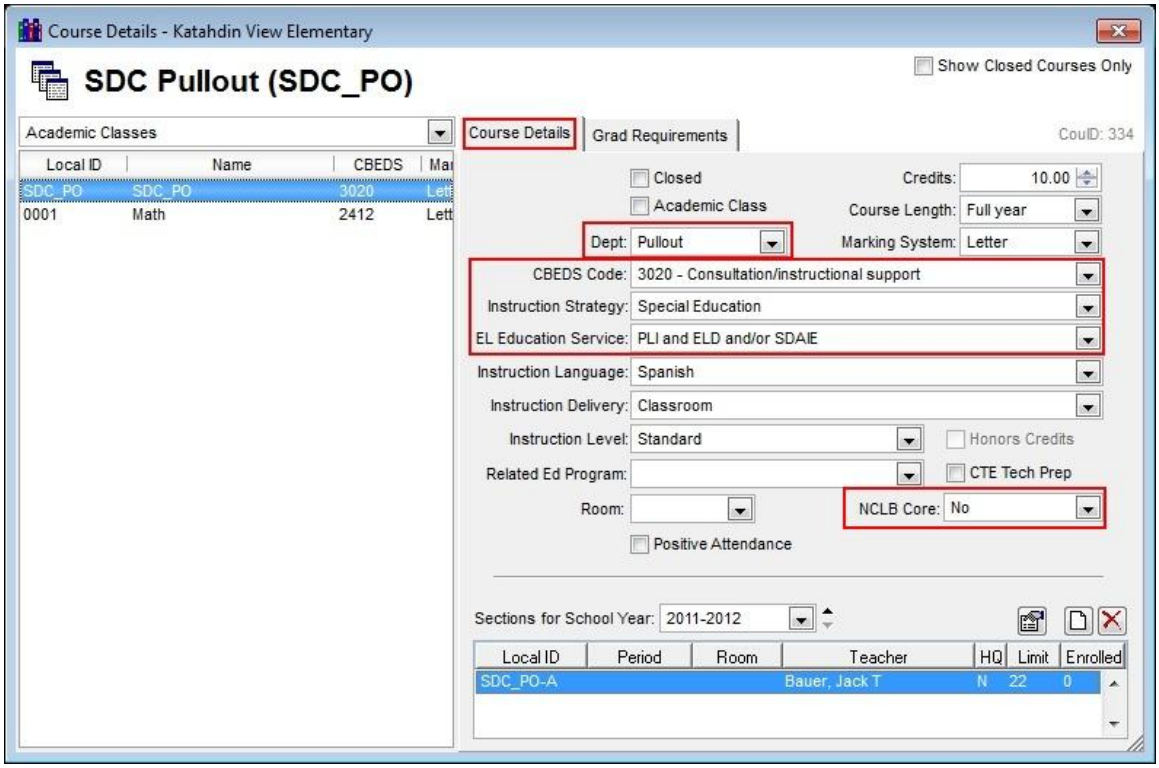
Teachers who work at multiple sites and/or provide support instruction to different groups of students should be designated as a Pullout. For example: Music Teacher, Art, PE or an SDC Teacher that is not assigned to students in an academic class.



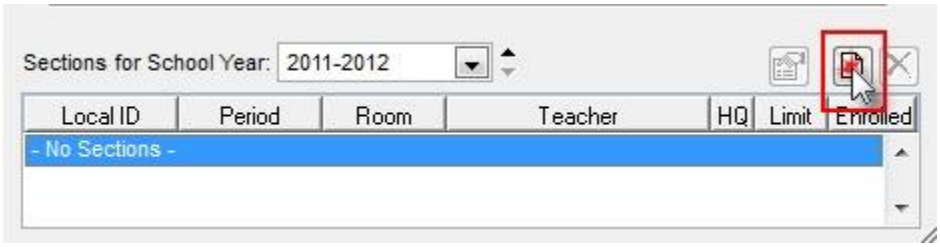
Step 1: For example, an SDC Teacher's Staff Job Classification should be set to 27 here on the Staff – Statistics page. There should be NO [NON-Classroom Job Assignment].

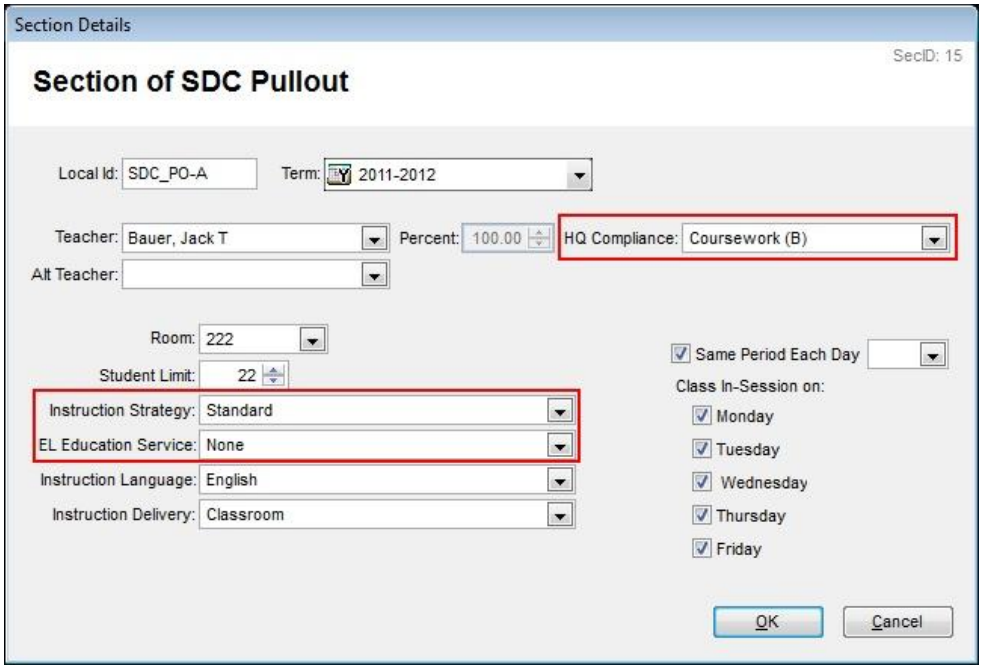
Step 2: Open the Courses button on the left main toolbar and change the Grade Levels (ADA) pulldown menu to Academic Classes. Create a New Academic class Name it, and set the Dept: to Pulldown. The CBEDS code should be set to 3020 and Instruction Strategy set to: Special Education. The Instructional Strategy Code can be used to specify if the class uses a specific strategy such as Special Education (Special Day Class) or English Learner (Bilingual, EL Mainstreaming, etc).

RSP (support) teachers are not subject to HQT reporting, so the NCLB Core should be marked as "No".



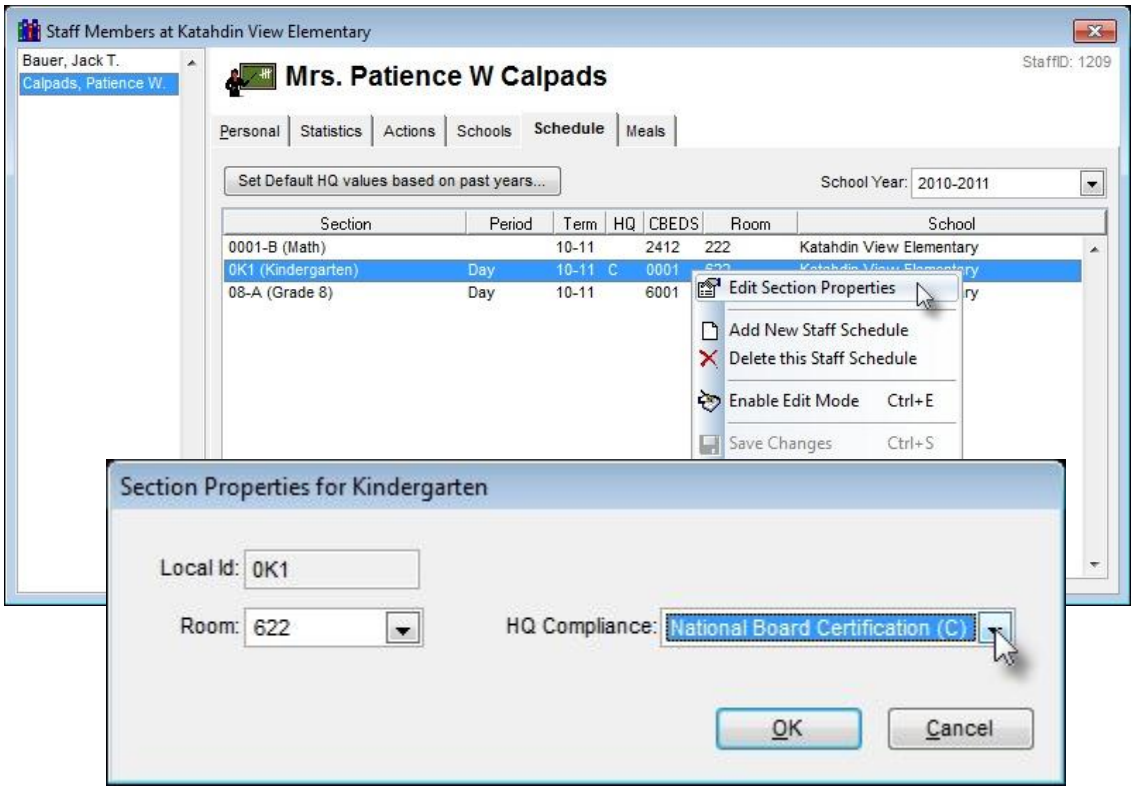
Step 3: Once you have created a course, you will have to create a section & then assign the teacher to it and set the HQ requirement to the correct code. On the next page you will see outlined in Red the required fields.





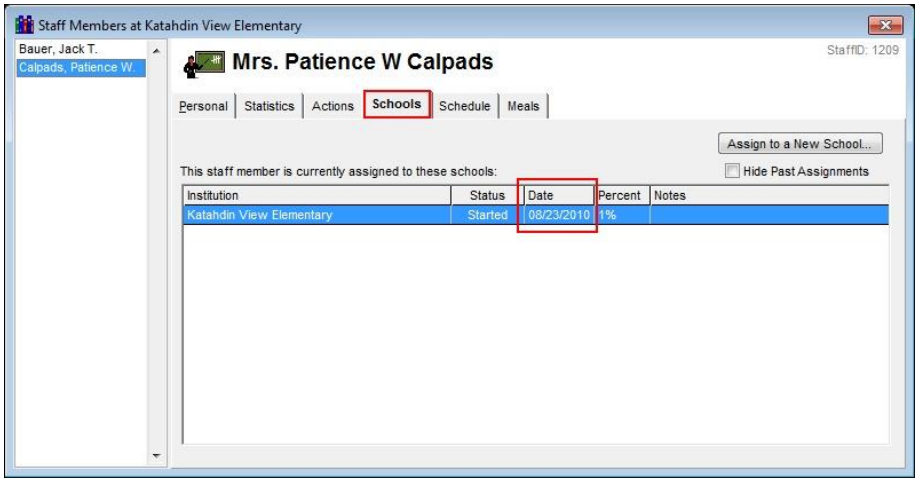
Staff HQ Compliance

Staff have an HQ Compliance setting for Each Section that they teach. Every class, ADA or Academic that shows up in the Staff – Schedule form will have to have an HQ Compliance set for it each year. A Staff member may be fully HQ Compliant for History for example, but not in Science. You can set these values in the Section Details form, as seen above. You may also set the HQ status in the Staff Form – Schedule tab. Right Click on a class section and select "Edit Section Properties" As seen below:



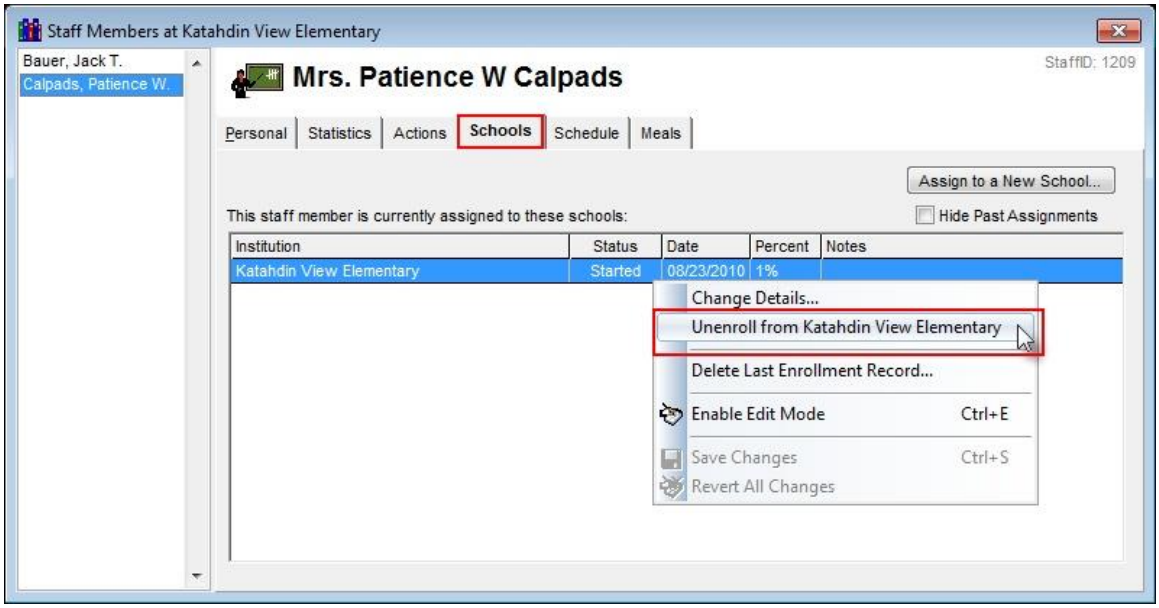
Staff Hire Date

On the Staff Form - Schools page the **certificated staff** hire date is the date that you first enrolled the Staff member into the school. If a Staff member is no longer working at your school, please be sure to Unenroll that Staff member by following the instructions in the next section.



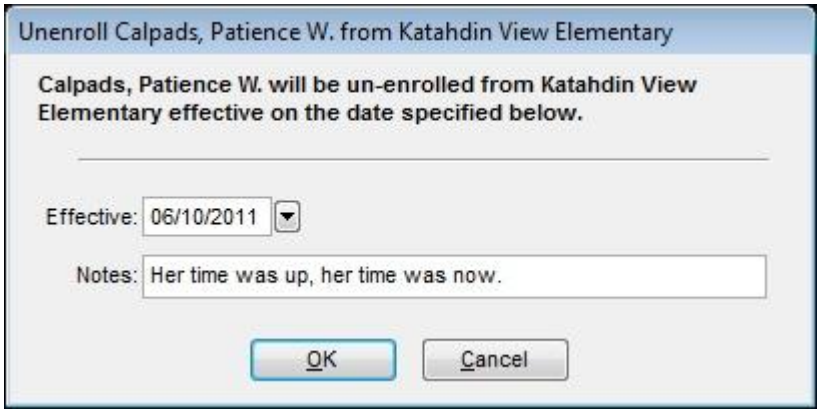
Unenrolling Staff

It may be necessary to Un-enroll a staff member from your school. Below are some screen shots explaining the process of unenrolling a staff member from SchoolWise. Keep in mind that unenrolling a Staff member is not the same as deleting a Staff member. **NEVER delete a staff member**, only unenroll them from the current school assignment.



On the Staff Form, Schools Page – Right Click on the School that you wish to remove the staff member from. Then select "Unenroll from School"

If you have a staff member that is no longer on staff, you need to unenroll them from the assigned school. The date a staff member is removed should be the first day of non-attendance, just like a student. If a staff member completed the previous year – but did not return this year...Unenroll the staff member one day after the last day of school attendance of the previous year.

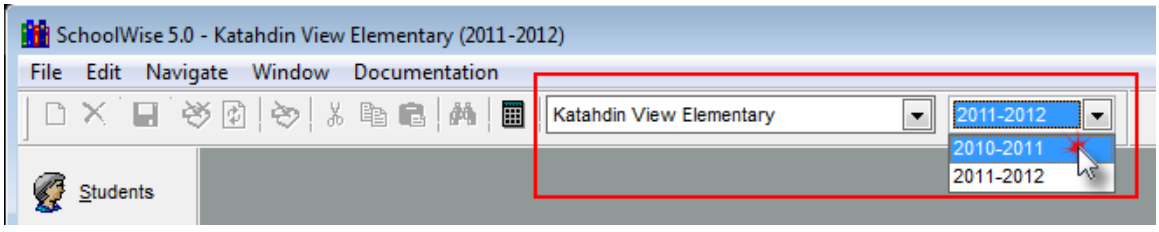

Unenroll Calpads, Patience W. from Katahdin View Elementary
Calpads, Patience W. will be un-enrolled from Katahdin View Elementary effective on the date specified below.
Effective: 06/10/2011
Notes: Her time was up, her time was now.
OK
Cancel

Select "Remove from "Your School Name"... Then you will fill in the date and any notes that you wish to include. All Done! Now onto the require

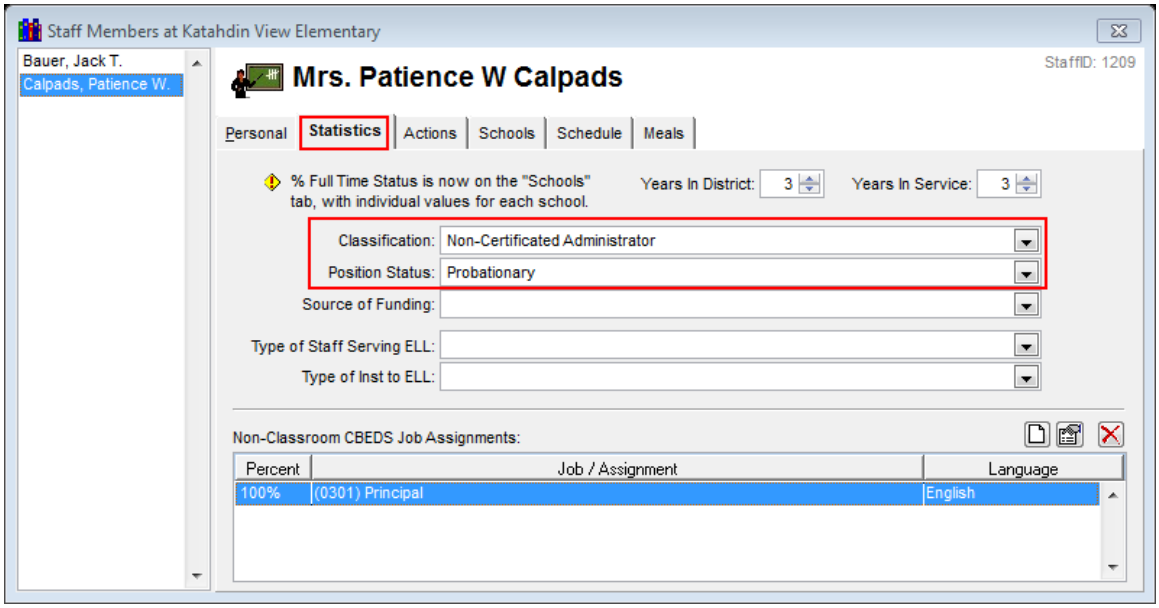
Sending up Unenrolled Staff to CALPADS

If you have any staff members from the previous school year that have left the school, you will have to send up an exit file to CALPADS to avoid Fall2 certification errors. Because of the time gap in the window between Fall2 last year and the scope of Fall2 this year, staff who have been exited in SchoolWise have not been sent up to CALPADS. This will cause CALPADS to assume a record for this year – for that staff member is missing. To solve this problem please follow the steps below.

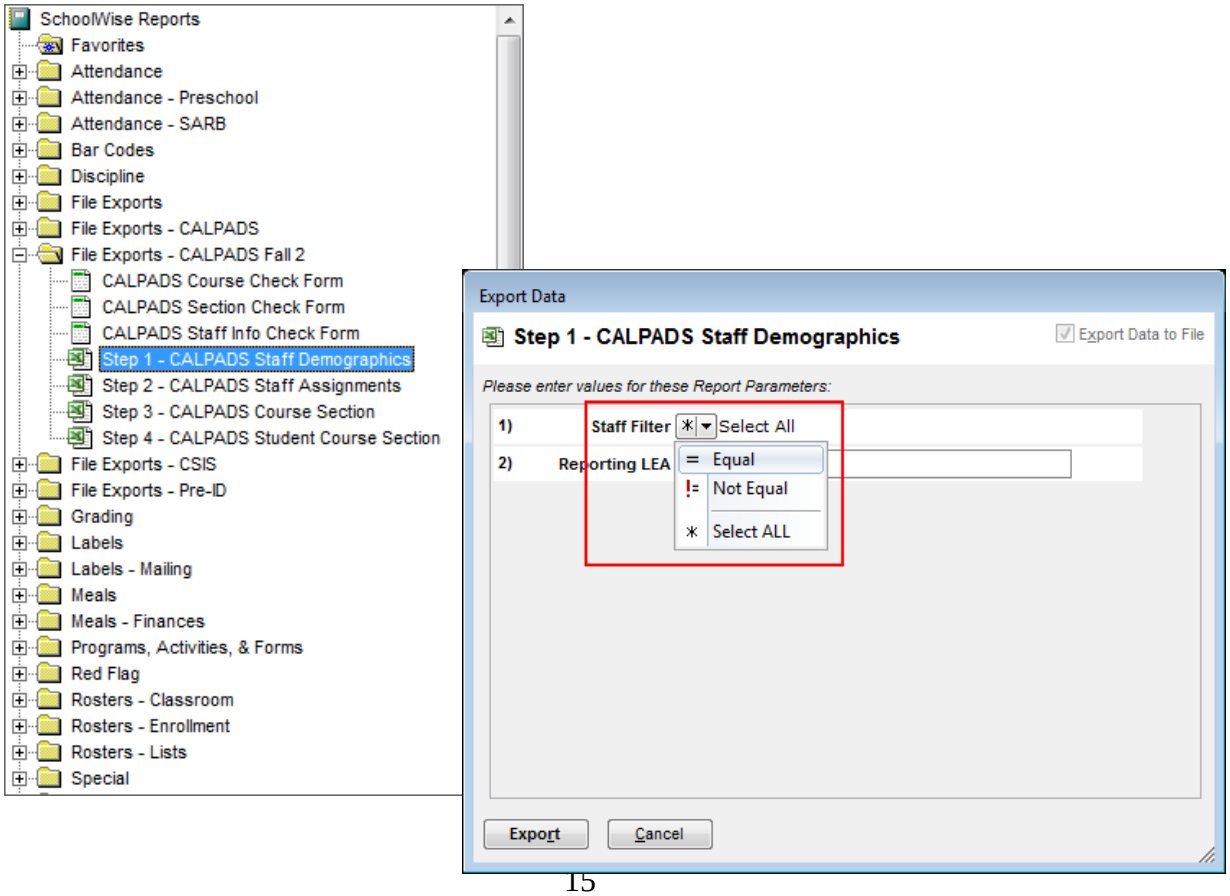
Step 1 – Log into the Previous school year in SchoolWise.



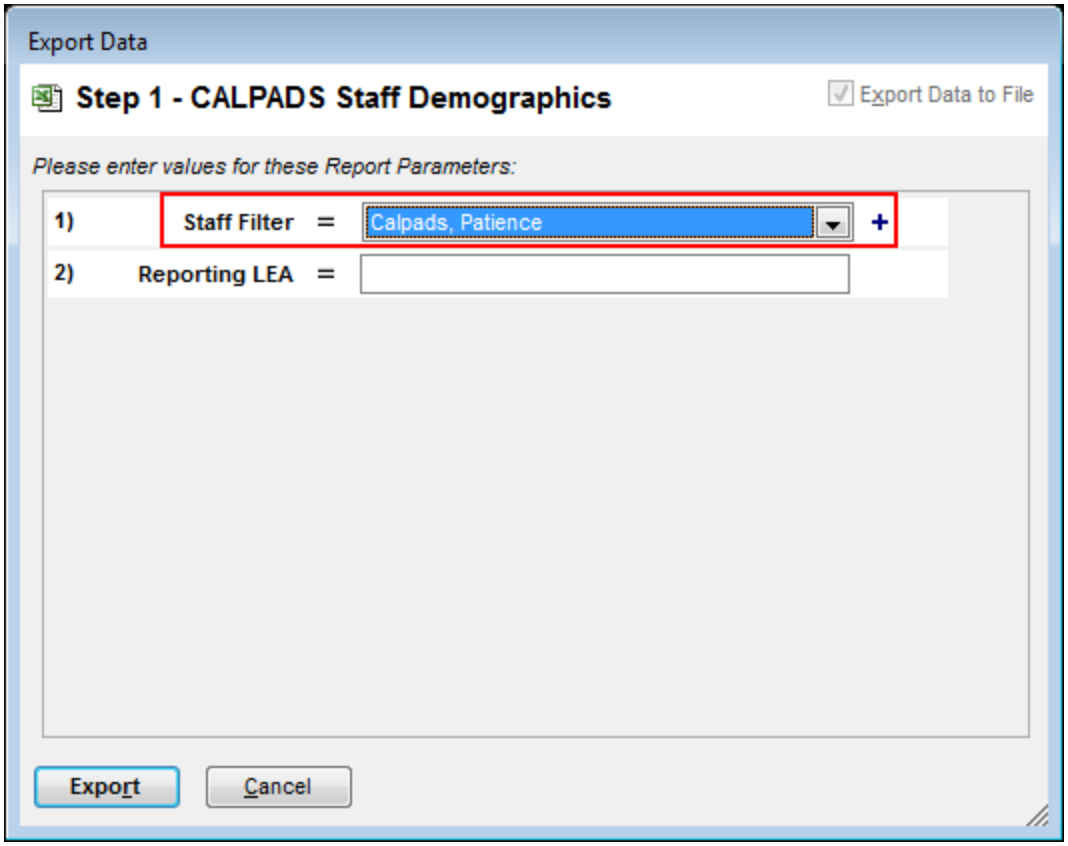
Step 2 – Make sure that the staff that you have un-enrolled from SchoolWise have not been set to inactive. You want to see the same Classification as they had before. DO NOT SET THEM TO INACTIVE, it will cause errors. You may need to use the lookup tool to find un-enrolled staff.



Step 3 – Open the report explorer to the File Exports "Step 1 CALPADS Staff Demographics. This time click on the Staff Filter and select the =.



Step 4 – Set the staff filter to = each staff member that you have un-enrolled. If you have more than one staff, click on the + sign and add each one individualy.

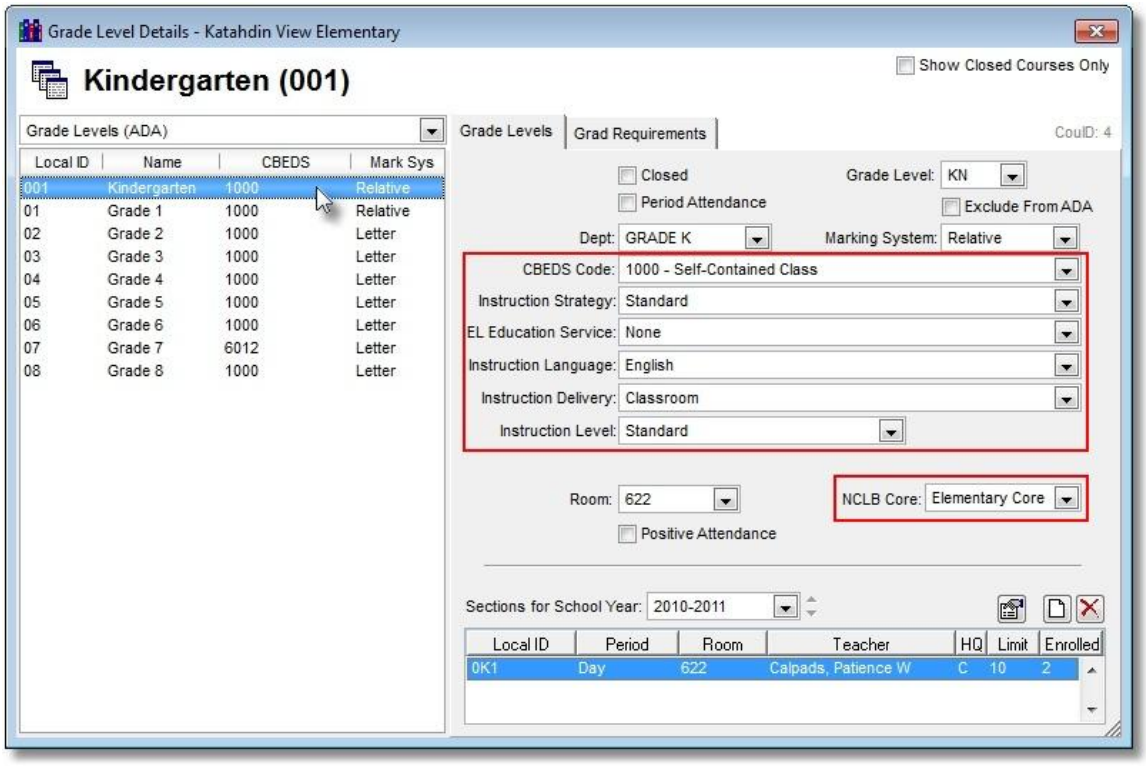


Once your list is complete, click export and be sure to name the file STAFF EXITS so that you don't confuse it with your current Fall2 files. When you send this file to CALPADS be sure to POST it and that will save the un-enrolled staff exit date to the CALPADS database. You may have to wait for 24 hours till the new snapshot is generated.

Course Data

Open the Course Form by clicking on the Courses Button located on the main toolbar to the left in SchoolWise.

The following dialog box opens and by default, is set to Grade Level (ADA) courses.


Grade Level Details - Katahdin View Elementary
Kindergarten (001)
Show Closed Courses Only
Grade Levels (ADA)
Local ID | Name | CBEDS | Mark Sys
001 Kindergarten 1000 Relative
01 Grade 1 1000 Relative
02 Grade 2 1000 Letter
03 Grade 3 1000 Letter
04 Grade 4 1000 Letter
05 Grade 5 1000 Letter
06 Grade 6 1000 Letter
07 Grade 7 6012 Letter
08 Grade 8 1000 Letter
Grade Levels
Grad Requirements
CouID: 4
Closed
Period Attendance
Grade Level: KN
Exclude From ADA
Dept: GRADE K
Marking System: Relative
CBEDS Code: 1000 - Self-Contained Class
Instruction Strategy: Standard
EL Education Service: None
Instruction Language: English
Instruction Delivery: Classroom
Instruction Level: Standard
Room: 622
NCLB Core: Elementary Core
Positive Attendance
Sections for School Year: 2010-2011
Local ID | Period | Room | Teacher | HQ | Limit | Enrolled
0K1 Day 622 Calpads, Patience W C 10 2

Replace any obsolete CBEDS codes. The entire list of CBEDS codes is in the Drop down box. **For convenience all of codes are listed at the end of this document**.

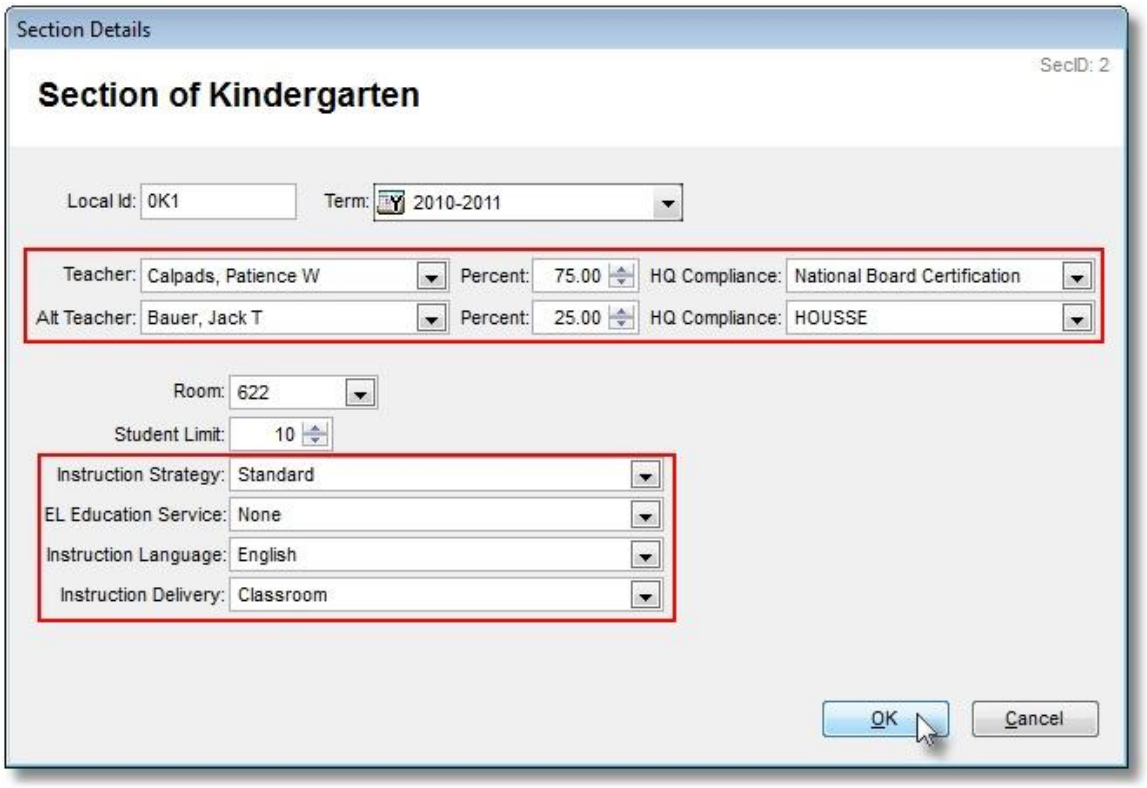
NOTE! - If the Instruction Strategy is set to Standard, the only acceptable option for EL Education Service is None. If the EL Education Service is set to None, the Instruction Strategy value has to be set to Standard.

Notice there are many new menus:

- Instruction Strategy -> Default value: *Standard*
- EL Education Service -> Default value: *None*
- Instruction Language -> Default value: *English*
- Instruction Delivery -> Default value: *Classroom*
- Instruction Level -> Default value: *Standard*

Section Details

Important: The previously mentioned new EL menus may be unique to the *Section* and not the whole course. Therefore, these values can be modified at the *Section* level. To do so, edit the section (double click on the the row, push the little hand button or Right Click and Edit the section to open the Section Details window:



As you can see, all of the values can be edited at the Section level now. Be sure to set the teacher's ***Highly Qualified Compliance*** level for each Section. Teachers may be HQ Compliant for History for example, but not for Science. Each Section has to marked for HQ Comliance.

The "Instruction Strategy" and "EL Education Service" are also important to set correctly. If these are not set as seen here in the SECTION as well as in the COURSE, EL students may not be counted accurately.

NOTE! - If the Instruction Strategy is set to Standard, the only acceptable option for EL Education Service is None. If the EL Education Service is set to None, the Instruction Strategy value has to be set to Standard.

Non Classroom/Support Staff Assignment Code List (Sorted by Job Classification Name)

Assignment Code	Assignment Name	Job Classification Code	Job Classification Name
0100	Superintendent	10	Administrator
0102	Deputy or associate superintendent (general)	10	Administrator
0103	Administrative assistant (general)	10	Administrator
0104	Admin finance/business	10	Administrator
0105	Admin instructional/curriculum services	10	Administrator
0106	Admin public relations/information	10	Administrator
0107	Admin staff personnel services	10	Administrator
0108	Admin pupil personnel services	10	Administrator
0109	Admin program evaluation/research	10	Administrator
0110	Admin staff development	10	Administrator
0111	Admin food services	10	Administrator
0112	Admin data processing	10	Administrator
0113	Admin transportation	10	Administrator
0114	Admin welfare and attendance	10	Administrator
0115	Admin health/medical svcs (not school nurse)	10	Administrator
0116	Admin other central office service	10	Administrator
0117	Asst administrator/consultant	10	Administrator
0118	Admin school improvement	10	Administrator
0119	Admin bilingual education	10	Administrator
0120	Admin vocational education	10	Administrator
0121	Admin homemaking education	10	Administrator
0122	Admin compensatory education	10	Administrator
0124	Admin special education	10	Administrator
0125	Admin federal/state-funded programs (general)	10	Administrator
0126	Admin other program	10	Administrator
0128	Admin elementary	10	Administrator
0129	Admin reading/language arts	10	Administrator
0130	Admin foreign languages	10	Administrator
0131	Admin mathematics	10	Administrator
0132	Admin science	10	Administrator
0133	Admin social sciences	10	Administrator
0134	Admin art/music	10	Administrator
0135	Admin health	10	Administrator
0136	Admin athletics	10	Administrator

0137	Admin other subject area	10	Administrator
0138	Asst admin/consultant program/subject area	10	Administrator
0139	Admin library/media services	10	Administrator
0140	Admin media services	10	Administrator
0141	Admin driver training	10	Administrator
0142	Admin environmental education	10	Administrator
0143	Admin instructional television	10	Administrator
0145	Admin year-round schools	10	Administrator
0146	Admin summer schools	10	Administrator
0147	Admin alternative education	10	Administrator
0148	Admin independent study	10	Administrator
0149	Admin physical education	10	Administrator
0150	Admin proficiency/competency	10	Administrator
0151	Admin region/area	10	Administrator
0152	Admin integration/desegregation	10	Administrator
0153	Admin government relations/legal services	10	Administrator
0154	Admin work experience education	10	Administrator
0155	Admin secondary	10	Administrator
0156	Admin union representative	10	Administrator
0157	Admin gifted and talented	10	Administrator
0158	Admin technology coordinator	10	Administrator
0159	Admin activities director	10	Administrator
0171	Community day	10	Administrator
0199	Admin advanced placement	10	Administrator
0301	Principal	10	Administrator
0302	Vice principal or assoc/asst administrator	10	Administrator
0307	Admin other school-level services	10	Administrator
0318	Admin continuation education	10	Administrator
6017	Resource teacher (not instructing students)	26	Charter School Non-certificated Teacher
6006	Distance Learning classroom monitor	26	Charter School Non-certificated Teacher
6007	Alternative/opportunity education teacher	26	Charter School Non-certificated Teacher
6010	Mentor teacher	26	Charter School Non-certificated Teacher
6011	Peer assistance review	26	Charter School Non-certificated Teacher
6014	Day to Day substitute teacher - permanent emp.	26	Charter School Non-certificated Teacher
6019	Beginning teacher support and assessment (BTSA)	26	Charter School Non-certificated Teacher
6099	Department chair	26	Charter School Non-certificated Teacher

6017	Resource teacher (not instructing students)	27	Itinerant or Pull-out/Push-in Teacher
6006	Distance Learning classroom monitor	27	Itinerant or Pull-out/Push-in Teacher
6007	Alternative/opportunity education teacher	27	Itinerant or Pull-out/Push-in Teacher
6010	Mentor teacher	27	Itinerant or Pull-out/Push-in Teacher
6011	Peer assistance review	27	Itinerant or Pull-out/Push-in Teacher
6014	Day to Day substitute teacher - permanent emp.	27	Itinerant or Pull-out/Push-in Teacher
6019	Beginning teacher support and assessment (BTSA)	27	Itinerant or Pull-out/Push-in Teacher
6099	Department chair	27	Itinerant or Pull-out/Push-in Teacher
0100	Superintendent	25	Non-certificated Administrator
0102	Deputy or associate superintendent (general)	25	Non-certificated Administrator
0103	Administrative assistant (general)	25	Non-certificated Administrator
0104	Admin finance/business	25	Non-certificated Administrator
0105	Admin instructional/curriculum services	25	Non-certificated Administrator
0106	Admin public relations/information	25	Non-certificated Administrator
0107	Admin staff personnel services	25	Non-certificated Administrator
0108	Admin pupil personnel services	25	Non-certificated Administrator
0109	Admin program evaluation/research	25	Non-certificated Administrator
0110	Admin staff development	25	Non-certificated Administrator
0111	Admin food services	25	Non-certificated Administrator
0112	Admin data processing	25	Non-certificated Administrator
0113	Admin transportation	25	Non-certificated Administrator
0114	Admin welfare and attendance	25	Non-certificated Administrator
0115	Admin health/medical svcs (not school nurse)	25	Non-certificated Administrator
0116	Admin other central office service	25	Non-certificated Administrator
0117	Asst administrator/consultant	25	Non-certificated Administrator
0118	Admin school improvement	25	Non-certificated Administrator
0119	Admin bilingual education	25	Non-certificated Administrator
0120	Admin vocational education	25	Non-certificated Administrator
0121	Admin homemaking education	25	Non-certificated Administrator
0122	Admin compensatory education	25	Non-certificated Administrator
0124	Admin special education	25	Non-certificated Administrator
0125	Admin federal/state-funded programs (general)	25	Non-certificated Administrator
0126	Admin other program	25	Non-certificated Administrator
0128	Admin elementary	25	Non-certificated Administrator
0129	Admin reading/language arts	25	Non-certificated Administrator
0130	Admin foreign languages	25	Non-certificated Administrator
0131	Admin mathematics	25	Non-certificated Administrator

0132	Admin science	25	Non-certificated Administrator
0133	Admin social sciences	25	Non-certificated Administrator
0134	Admin art/music	25	Non-certificated Administrator
0135	Admin health	25	Non-certificated Administrator
0136	Admin athletics	25	Non-certificated Administrator
0137	Admin other subject area	25	Non-certificated Administrator
0138	Asst admin/consultant program/subject area	25	Non-certificated Administrator
0139	Admin library/media services	25	Non-certificated Administrator
0140	Admin media services	25	Non-certificated Administrator
0141	Admin driver training	25	Non-certificated Administrator
0142	Admin environmental education	25	Non-certificated Administrator
0143	Admin instructional television	25	Non-certificated Administrator
0145	Admin year-round schools	25	Non-certificated Administrator
0146	Admin summer schools	25	Non-certificated Administrator
0147	Admin alternative education	25	Non-certificated Administrator
0148	Admin independent study	25	Non-certificated Administrator
0149	Admin physical education	25	Non-certificated Administrator
0150	Admin proficiency/competency	25	Non-certificated Administrator
0151	Admin region/area	25	Non-certificated Administrator
0152	Admin integration/desegregation	25	Non-certificated Administrator
0153	Admin government relations/legal services	25	Non-certificated Administrator
0154	Admin work experience education	25	Non-certificated Administrator
0155	Admin secondary	25	Non-certificated Administrator
0156	Admin union representative	25	Non-certificated Administrator
0157	Admin gifted and talented	25	Non-certificated Administrator
0158	Admin technology coordinator	25	Non-certificated Administrator
0159	Admin activities director	25	Non-certificated Administrator
0171	Admin Community day	25	Non-certificated Administrator
0199	Admin advanced placement	25	Non-certificated Administrator
0301	Principal	25	Non-certificated Administrator
0302	Vice principal or assoc/asst administrator	25	Non-certificated Administrator
0307	Admin other school-level services	25	Non-certificated Administrator
0318	Admin continuation education	25	Non-certificated Administrator
0202	Psychologist	11	Pupil Services
0203	Psychometrist	11	Pupil Services
0204	Librarian/library media teacher	11	Pupil Services
0205	Social worker	11	Pupil Services
0206	Nurse	11	Pupil Services
0209	Other medical professional	11	Pupil Services
0211	Special ed speech pathology/therapy/hearing	11	Pupil Services
0212	Special ed audiology	11	Pupil Services
0213	Special ed physical therapy	11	Pupil Services

0214	Special ed vision therapy	11	Pupil Services
0215	Special ed guidance counselor	11	Pupil Services
0216	Special ed psychologist	11	Pupil Services
0217	Special ed parent counseling/training	11	Pupil Services
0218	Special ed nurse	11	Pupil Services
0219	Special ed social worker	11	Pupil Services
0220	Special ed recreation therapy	11	Pupil Services
0221	Special ed diagnostic staff	11	Pupil Services
0222	Special ed work study coordinator	11	Pupil Services
0223	Special ed occupational therapist	11	Pupil Services
0224	Special ed program specialist	11	Pupil Services
0225	Special ed mobility instruction	11	Pupil Services
0228	Special ed other noninstructional staff	11	Pupil Services
0400	Counselor	11	Pupil Services
0407	Other student support services	11	Pupil Services
6017	Resource teacher (not instructing students)	12	Teacher
6006	Distance Learning classroom monitor	12	Teacher
6007	Alternative/opportunity education teacher	12	Teacher
6010	Mentor teacher	12	Teacher
6011	Peer assistance review	12	Teacher
6014	Day to Day substitute teacher - permanent emp.	12	Teacher
6019	Beginning teacher support and assessment (BTSA)	12	Teacher
6099	Department chair	12	Teacher

State Course Codes
(Formally known as CBEDS Course Codes)

State Course Code	Name
1000	Self-Contained Class
2100	Reading improvement/developmental reading
2101	Comprehensive English
2102	Basic English/Language Art (Proficiency Devel.)
2105	American literature
2106	English literature
2107	Ethnic literature
2108	World literature
2109	Other literature
2110	English Language Development
2111	Journalism
2112	Speech
2113	Composition
2114	Advanced composition
2115	Forensics
2116	Language structure/language arts
2117	Science fiction
2120	Reading (state funded Miller-Unruh spec)
2130	English 9
2131	English 10
2132	English 11
2133	English 12
2160	IB Language A1 (English)-literature
2161	MYP Language A
2170	AP English Language
2171	AP English Literature
2198	Other English course
2200	German (first and second year)
2201	German (advanced)
2202	Italian (first and second year)
2203	Italian (advanced)
2204	French (first and second year)
2205	French (advanced)
2206	Spanish (first and second year)
2207	Spanish (advanced)
2208	Russian (first and second year)
2209	Russian (advanced)
2210	Latin (first and second year)
2211	Latin (advanced)
2212	Korean (first and second year)
2213	Korean (advanced)
2214	Chinese (first and second year)
2215	Chinese (advanced)
2216	Japanese (first and second year)
2217	Japanese (advanced)
2218	Portuguese (first and second year)
2219	Portuguese (advanced)
2220	Vietnamese (first and second year)
2221	Vietnamese (advanced)
2223	Chinese for native speakers
2224	Korean for native speakers
2225	Spanish for native speakers
2226	Other language course for native speakers
2227	Filipino (first and second year)
2228	Filipino (advanced)
2230	American sign language
2260	IB Language A (non-English)
2261	IB Language B
2262	IB Classical languages
2263	IB Language A2
2264	IB Ab initio

2265	MYP Language B
2270	AP French language
2271	AP French literature
2272	AP German language
2273	AP Latin-Vergil
2274	AP Latin literature
2275	AP Spanish language
2276	AP Spanish literature
2277	AP Italian Language and Culture
2278	AP Chinese Language and Culture
2279	AP Japanese Language and Culture
2298	Other foreign language course
2300	Band
2303	Orchestra/symphony
2305	Chorus/choir/vocal ensemble
2307	Music appreciation/history/literature
2308	Music theory
2309	Composition/songwriting
2316	Voice class
2322	Musical theater
2323	Computers and electronics/digital music
2324	Instrumental music lessons (elem school stand)
2325	Instrumental music lessons (sec school stand)
2326	General/classroom/exploratory music (elem)
2327	General/exploratory/introduction to music (sec)
2328	Instrumental ensemble
2352	Dance choreography and production
2353	Dance, Movement, & Rhythmic Fund.(elem stand)
2354	Folk/traditional dance
2355	Dance, Movement, & Rhythmic Fund(sec standards)
2356	Advanced Dance Study (Independent or Studio)
2357	Ballet, Modern, Jazz, World Dance
2358	Other dance course
2360	IB Music
2361	MYP Music
2370	AP Music theory
2398	Other music course
2400	General math/basic math/vocational math
2401	Consumer math/senior math
2402	Remedial math/proficiency development
2403	Beginning algebra/algebra I (one year course)
2404	Intermediate algebra/algebra II
2407	Trigonometry
2408	Intermediate algebra and trigonometry
2409	Solid geometry/trigonometry
2410	Probability and Statistics
2411	Modern abstract algebra
2412	Linear Algebra
2413	Geometry
2414	Analytic geometry/pre-calculus
2415	Calculus
2417	Adv algebra/adv geometry/symbolic logic/theory
2420	Math A
2421	Math B
2422	Math analysis
2423	Accelerated math (any of grades 4-8)
2424	Pre-algebra
2425	Integrated mathematics I college prep
2426	Integrated mathematics II college prep
2427	Integrated mathematics III college prep
2428	Beginning Algebra Part 1(1st yr of 2 yr course)
2429	Beginning Algebra Part 2 (2nd of 2 year course)
2430	Integrated Mathematics IV (college preparatory)
2431	Math 6 (grade 6 standards)
2432	Math 7 (grade 7

	standards)
2433	Algebra Readiness
2450	Computer literacy
2451	Computer programming
2453	Computer science
2454	Computer lab
2455	Web design
2458	Other computer education course
2460	IB Mathematical studies
2461	IB Mathematical methods
2462	IB Mathematics higher level
2463	IB Advanced mathematics
2464	MYP Coordinated Program of Math (CPM)
2465	IB Computer science
2466	IB Information technology in a global society
2467	MYP Algebra (I or II)
2468	MYP Geometry and/or Trigonometry
2469	MYP Integrated Math Program
2470	AP Computer science A
2471	AP Computer science AB
2479	MYP Computer Technology
2480	AP Calculus AB
2481	AP Calculus BC
2483	AP Statistics
2498	Other mathematics course
2503	Adapted Physical Education
2505	Military science
2506	Elective Physical Education Adventure/Outdoor Activities
2507	Elective Physical Education Aerobic Activities
2508	Elective Physical Education Aquatic Activities
2509	Elective Physical Education Dance (physical education

	standards)
2510	Elective Physical Education Individual and Dual Activities
2511	Elective Physical Education Interscholastic Athletics
2512	Elective Physical Education Other
2513	Elective Physical Education Weight Training and Fitness
2514	High School Physical Education I
2515	High School Physical Education II
2516	Modified or Specially Designed Physical Education
2517	Physical Education K-8
2535	Health education
2536	Peer counseling/conflict management
2537	Life skills
2538	Other health education course(not incl in 2535)
2545	Driver education
2546	Driver training
2548	Other safety education course
2560	MYP Physical Education
2600	Astronomy
2601	Aerospace education
2602	Aviation education
2603	Biology
2604	Advanced biology
2605	Botany
2606	Zoology
2607	Chemistry
2608	Advanced chemistry
2609	Oceanography
2610	Physical science
2611	General science
2612	Environmental studies
2613	Physics
2614	Advanced physics
2617	Conservation
2618	Earth science
2619	Energy education
2620	Geology
2621	Life science

2622	Meteorology
2624	Science projects
2625	Space science
2626	Coordinated/integrated science I
2627	Coordinated/integrated science II
2628	Coordinated/integrated science III
2629	Coordinated/integrated science IV
2633	Pacesetter science
2635	Conceptual chemistry
2636	Conceptual physics
2652	Gen science with focus on earth sci(gd 6 stan)
2653	Gen science with focus on life sci(gd 7 stan)
2654	Gen science with focus on phys sci (gd 8 stan)
2655	Anatomy and Physiology
2660	IB Biology
2661	IB Chemistry
2662	IB Physics
2664	IB Environmental systems
2665	MYP Science (biology, chemistry, or physics)
2666	IB Design technology
2667	MYP IB Design Technology (IB Middle Years Prog)
2670	AP Biology
2671	AP Chemistry
2672	AP Physics B
2673	AP Physics C
2674	AP Environmental science
2698	Other science course
2700	Anthropology
2701	Economics
2702	Physical geography
2703	Principles of Am. democracy/govnt and civics
2705	International studies
2706	Comparative political systems
2707	Current events
2708	California history
2709	United States history
2710	Ethnic studies
2711	World history: survey
2712	Other history, culture, geography: survey
2713	Philosophy
2714	Psychology
2715	Sociology
2719	Student government
2722	Career education
2724	World regional geography
2726	Comparative world religions
2728	World cultures
2730	Women's history
2732	Law-related education
2734	History-social science (any of grades K-8)
2748	Any humanities course
2760	IB Economics
2761	IB Geography
2762	IB History
2763	IB Psychology
2764	IB Philosophy
2765	IB Social anthropology
2766	IB Business organization
2767	IB History of the Islamic world
2768	IB Theory of knowledge
2769	MYP Humanities (history and/or geography)
2770	AP Macroeconomics
2771	AP Microeconomics
2772	AP Comparative govt & politics
2773	AP U.S. govt & politics
2774	AP European history
2775	AP United States history
2776	AP Psychology
2777	AP Human Geography
2778	AP World History
2798	Other social science course
2800	Ceramics (Beginning and Advanced)
2801	Design
2802	Crafts
2803	Art history
2805	Photography (Beginning or Advanced)
2806	Drawing
2807	Painting

2808	Advertising design
2809	Cinematography/Artistic Videos (Begin or Adv)
2811	Jewelry
2812	Sculpture
2813	Fashion design
2814	Fibers and textiles
2815	Art appreciation (elementary school standards)
2816	Art appreciation (secondary school standards)
2817	Printmaking
2818	Multicultural art/folk art
2819	Lettering/calligraphy
2820	Digital Art/Computer Art/Artistic Graphics
2821	Yearbook
2822	Fundamentals of Art (elem school standards)
2823	Fundamentals of Art(secondary school standards)
2860	IB Art/design
2861	MYP Visual Arts
2870	AP Art History
2874	AP Studio Art: Drawing
2875	AP Studio Art: Two Dimensional
2876	AP Studio Art: Three Dimensional
2898	Other art course
2900	Theatre/play production (sec sch standards)
2901	Theatre/creative dramatics (elem sch standards)
2904	Advanced Theater
2905	Technical theater/stagecraft
2908	Media/film/Video/Televisi on Production
2910	History/appreciation of theater arts/film
2960	IB Theater arts
2961	MYP Drama
2998	Other drama/theater course
3020	Consultation/instructional support
4010	Plant and soil science
4020	Animal science
4030	Agricultural Mechanics
4040	Agricultural Business
4050	Ornamental Horticulture
4060	Forestry and natural resources
4070	Agriscience
4098	Other agriculture and Natural Resources
4100	Advertising services
4103	Financial services
4104	Floristry
4106	Restaurant marketing
4107	General merchandise retailing
4110	Hotel and lodging
4113	International trade
4114	Virtual enterprise
4117	Recreation and travel
4119	Customer service representative
4121	Small business ownership and management
4122	Marketing fundamentals
4198	Other marketing, sales, and services
4224	Exploring health care (exploratory core)
4225	Introduction to health care (intro core)
4226	Preparing to work in health care
4232	Preparing to work in therapeutic svcs-emergency
4234	Preparing to work in therapeutic svcs-dental
4242	Preparing to work in therapeutic svcs-med offic
4255	Preparing to work in health support services
4265	Preparing to work in therapeutic svcs-diagnosti
4267	Preparing to work in therapeutic svcs-health,we
4276	Preparing to work in health informatics
4280	Preparing to work in therapeutic svcs-nursing

4288	Biotechnology research & development
4298	Other health science & medical technology
4310	Exploratory home econ & tech I & II (gr 6-8)
4311	Consumer & family studies comprehensive core I
4312	Consumer & family studies comprehensive core II
4321	Child development and guidance
4323	Psychological development of children
4331	Fashion textiles and apparel
4333	Apparel design and construction
4341	Consumer education
4342	Economics for living
4351	Family and human development
4352	Human growth and development
4361	Food and nutrition
4362	Nutritional science
4371	Resource management
4381	Housing and furnishings
4382	Environmental design
4391	Individual and family health
4398	Other consumer and family studies
4400	Careers in child development
4401	Teaching careers or careers in education
4410	Fashion merchandising
4411	Fashion and textile design
4412	Apparel manufacturing, production and maint
4420	Food and hospitality services
4421	Food and beverage production and preparation
4430	Interior design, furnishings, and maintenance
4441	Hospitality, tourism, and recreation
4442	Lodging services
4443	Travel related services
4444	Theme parks, attractions, and events
4449	Other fashion and interior design
4451	Family and human services
4452	Elder care/intergenerational services
4461	Consumer, personal and financial services
4469	Other education, child development, & fam svcs
4471	Food science, dietetics and nutrition
4472	Food science and technology
4498	Other hospitality, tourism, and recreation
4600	Accounting/computer accounting
4601	Computer operations/computer science
4602	Business fundamentals
4603	Business and electronic communications
4604	Networking
4608	Secretarial
4609	Administrative support
4610	Keyboarding (typing)
4613	General office occupations
4614	Word processing occupations
4615	Information processing
4618	Telecommunications
4621	Legal office occupations
4623	Business technology
4630	Business economics
4633	Information systems management
4637	Business management
4649	Other information technology
4650	Business career exploration (any of gr 6-9)
4698	Other finance and business
4900	Work experience education

5501	Introduction to construction
5502	Residential and commercial construction
5503	Apartment and home repair/remodeling
5504	Boat building
5505	Brick, block, and stonemasonry
5506	Building, mechanical
5507	Carpentry
5508	Concrete placing and finishing
5509	Construction equipment operation
5510	Cooling and refrigeration
5511	Drywall installation
5512	Electrician
5513	Floor covering installation
5514	Furniture making
5515	Glazing
5516	Heating and air conditioning
5517	Insulation installation
5518	Lineworker
5519	Locksmithing
5520	Millwork and cabinetmaking
5521	Painting and decorating
5522	Pipefitting and steamfitting
5523	Plastering
5524	Plumbing
5525	Roofing
5526	Introduction to green construction technology
5527	Stage technology
5528	Structural and reinforcement metalwork
5529	Tile setting
5530	Upholstering
5531	Woodworking
5532	Cabinetmaking and wood products
5533	Engineering and heavy construction
5534	Mechanical construction
5535	Exploring building trades & construction, lev I
5536	Exploring building trades & construction,lev 2
5537	Principles of building trades & construct tech
5538	Applied building trades & construction communic
5549	Other building trades and construction
5551	Introduction to electronics technology
5553	Avionics
5554	Biomedical equipment technology
5555	Business machine repair
5556	Communications electronics
5557	Computer electronics
5558	Computer service technology
5559	Electromechanical
5560	Electronic consumer products service
5561	Electronics technology
5562	Hybrid microelectronics
5563	Industrial electronics
5564	Instrument repair
5565	Instrumentation technology
5566	Major appliance repair
5567	Motor repair
5568	Small appliance repair
5570	Electronics assembly occupations
5571	Architectural and structural engineering
5572	Computer hardware, electrical, and networking
5573	Engineering design
5574	Engineering technology
5575	Environmental and natural science engineering
5576	Introduction to energy and utilities
5577	Power and energy
5578	Exploring energy & Utilities, Level 1
5579	Exploring energy & Utilities, Level 2
5580	Principles ofr energy and utilities technology
5581	Applied energy & utilities communications
5598	Other energy and utilities
5601	Manufacturing/materials processing

5603	Computer numerical control
5604	Foundry
5605	Industrial ceramics manufacturing
5606	Jewelry design, fabrication, and repair
5607	Machine tool operation/machine shop
5608	Metal fabrication
5609	Metallurgy
5610	Optical goods
5611	Plastic/composites
5612	Robotics
5613	Sheet metal
5614	Tool and die making
5615	Machine and forming technology
5616	Welding: combination
5617	Welding: electric
5618	Welding: gas
5619	Welding technology
5620	Specialized welding program
5621	Graphic arts technology
5622	Integrated graphics technology
5623	Exploring manufacturing & design, level 1
5624	Exploring manufacturing & design, level 2
5625	Principles of manufacturing & design Tech
5626	Applied manufacturing & design communications
5649	Other manufacturing and product development
5651	Intro. to transportation
5652	Automotives
5653	Aircraft mechanics, combination
5654	Automotive body repair and refinishing, comb.
5655	Automotive mechanics, combination
5656	Aviation and aerospace transportation services
5657	Diesel equipment mechanics
5658	Heavy equipment maintenance and repair
5659	Marine powerplant
	maintenance
5660	Motorcycle repair
5661	Small engine repair
5662	Truck and bus driving
5663	Collision, repair, and refinishing
5664	Automotive body repair
5665	Vehicle maintenance, service, and repair
5666	Automotive painting and refinishing
5667	Emerging technologies in automotives
5668	Automotive, level 1
5669	Automotive, level 2
5670	Automatic transmission/transaxle
5671	Manual drive train and axles
5672	Transmission/drive trains, combination
5673	Logistics and distribution
5674	Brakes
5675	Suspension and steering
5676	Brakes/suspension and steering, combination
5677	Alternative fuel vehicles
5678	Engine performance (incl emission control)
5679	Electrical systems
5680	Engine performance/electrical systems, comb
5682	Engine repair
5684	Engine performance/engine repair, combination
5688	Automotive specialty, other combinations
5690	Electromechanical installation and maintenance
5691	Energy and environmental technology
5692	Public utilities pathway
5693	Residential and commercial energy and utilities
5698	Other transportation
5701	Drafting occupations
5702	Animation
5703	Architectural drafting

5704	Civil/structural drafting
5705	Computer-aided drafting/design
5706	Electrical/electronic drafting
5707	Technical drafting
5708	Piping drafting
5709	Technical illustration
5710	Blueprint reading
5711	Digital animation
5712	Internet publishing
5713	Two-dimensional design
5714	Three-dimensional design
5715	Film making
5716	Video production
5717	Cinematography
5720	Choreography
5721	Professional theater/play production
5723	Instrument tuning and repair
5724	Professional music composition and arrangement
5725	Radio production
5730	Multimedia production
5731	Broadcast production
5732	Technical theater
5733	Set design and construction
5734	Arts management
5744	Stage production
5745	Television production
5749	Other engineering and design
5751	Graphic communications
5752	Computer gaming and design
5753	Bookbinding
5754	Commercial art
5755	Commercial photography
5756	Composition, make-up, and typesetting
5757	Desktop publishing
5759	Photography production and technology
5760	Photographic laboratory and darkroom
5761	Printing press operations
5762	Silk screen making and printing
5769	Other arts, media and entertainment
5770	Broadcasting technology
5780	Engineering and design drafting
5781	Exploring engineering & design, level 1
5782	Exploring engineering & design, level 2
5783	Principles of engineering & design technology
5784	Applied engineering & design communications
5800	Introduction to human services careers
5801	Conflict resolution
5802	Marriage and family relations
5803	Principles of recovery and psychosocial rehabil
5804	Client support services
5805	Specialized client services
5806	Psychology in human services careers
5807	Fundamentals of personal and social adjustment
5811	Barbering
5812	Cosmetology
5814	Manicure and pedicure
5831	Fire control and safety
5833	Firefighting occupations
5839	Other fire technology course
5840	Forensic science
5841	Advanced forensic science
5842	Corrections occupations
5843	Homeland security
5844	Criminal justice
5845	Criminal law
5846	Protective services policies and procedures
5847	Law enforcement occupations
5849	Security services
5850	Civil law
5851	Constitutional law A/B
5852	Government services policies and procedures
5853	International law applications

5854	Legal assistant preparation
5861	Custodial services
5865	Pool and spa service
5866	Bicycle repair
5898	Other public services
5940	Exploring technology (general indus. arts)
5945	Communications technology (drafting, elect.)
5950	Construction technology (wood shop)
5955	Manufacturing technology (metal shop)
6001	Skills center/study skills
6002	Homeroom, study hall
~~6003~~	~~Full-time teaching principal or superintendent~~
6004	Resource class (not special education)
6023	AVID
6098	Other instruction-related assignment